



# Residential Site Plan Submittal Checklist

A **Site Plan** is a scaled drawing of your proposed project showing its relation to other lot features and lot lines. It is required so that permit reviewers can confirm that your project conforms to Snohomish County Code. The kind of site plan required will depend on the type and size of your project.

**NOTE:** For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**NOTE:** For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**NO SITE PLAN** required for (a) Mechanical permits, most plumbing permits, (b) Reroof, siding permits, and (c) Mobile Homes and other structures in a Mobile Home Park.

**BASE SITE PLAN (Items 1 through 13)** – Required for (a) Interior remodels -may be waived in certain circumstances), (b) 2nd story additions, (c) Main floor additions less than 200 sf, (d) Sheds and other accessory buildings less than 200 sf, (e) Decks and docks, (f) Structures being replaced in the same location (no more than 200 sf of new footprint), and (g) Mobile Homes being replaced in the same location (no more than 200 square feet of new footprint)

- \_\_\_\_\_ 1. Site plans must be drawn on white paper **no larger than 11" x 17."** Do not use graph paper.
- \_\_\_\_\_ 2. **Draw plans to a standard engineering scale** (1" = 10', 20', 30', 40', 50', 60', 100', 200').
- \_\_\_\_\_ 3. **Note plan scale** used in margin.
- \_\_\_\_\_ 4. Clearly **indicate north arrow** in margin.
- \_\_\_\_\_ 5. Include **owner's name** in margin.
- \_\_\_\_\_ 6. Indicate **Property Tax Account Number**. This number is located on your property tax statement issued by the County Assessor. You may obtain this 14-digit number from the Assessor's Office, 1<sup>st</sup> floor, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett. (425) 388-3433.
- \_\_\_\_\_ 7. **Show entire lot with lot line dimensions.**
- \_\_\_\_\_ 8. Give **name and width of adjacent public roads**. To obtain road width, contact **Public Works**, 2<sup>nd</sup> Floor, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett. (425) 388-3488.
- \_\_\_\_\_ 9. Show **location and width of private roads and access plus utility and drainage easements** adjacent to or crossing parcel, with boundaries indicated by dashed lines.
- \_\_\_\_\_ 10. Show any established Native Growth Protection Areas (NGPA) or Native Growth Protection Area Easements (NGPA/E). This will apply primarily to lots in subdivisions with NGPA/E's as of April 1995, OR where a Critical Area Site Plan (CASP) was recorded with an earlier permit.

Also, show proposed Critical Area Protection Areas (CAPA). Examples of critical areas include but are not limited to wetlands, streams, lakes, marine waters, habitat for threatened, endangered and sensitive species and steep slopes (see chapters 30.62A, 30.62B and 30.62C SCC for a complete list and more information on critical areas)

- \_\_\_\_\_ 11. Show location, dimensions, and distance to property lines of all structures, driveways, parking areas, sidewalks & patios
- \_\_\_\_\_ 12. Label pre-existing structures, driveways, etc. as "**EXISTING**"; label all proposed development "**PROPOSED**"
- \_\_\_\_\_ 13. Show and label **proposed and existing** septic tanks, wells, drainfields & reserve area, with setbacks to property lines and structures

**For Projects vested prior to September 30, 2010:**

**STANDARD SITE PLAN REQUIREMENTS (1 through 13, PLUS 14 through 17)** – Required for (a) New single-family residence or Duplex, (b) New Mobile Home (not a replacement), (c) Additions or Accessory buildings over 200 square feet.

- \_\_\_\_\_ 14. Show your **area of disturbance**, including all impervious surface such as building pad, new driveways, new septs, areas to be logged and areas to be converted to lawn, or pasture.
- \_\_\_\_\_ 15. Give a figure in square feet for **new impervious (water-resistant or non-percolating) surfaces**.
- \_\_\_\_\_ 16. **Explain how roof and driveway runoff will be handled.** (Typical example: "*Downspouts to splashblocks*".) See ***Drainage Information for Homebuilders*** handout for more information. Indicate how lot slopes and show location of any streams and drainage ditches with direction of flow.
- \_\_\_\_\_ 17. **Explain how runoff from exposed soil will be handled during construction.** (Example: *silt fence, armored construction entrance, stockpile*.) See ***Erosion Control*** handout and ***Example Site Plans*** for definitions, requirements and examples.

**OTHER SITE PLAN REQUIREMENTS:** Projects proposed on challenging sites, previously undeveloped sites will often require more information on the site plan, either initially or during the course of project review. These could include grading quantities, more detailed slope and drainage information, and information about disposal of excess excavation materials. Projects will require additional review, review fees, and additional submittal requirements. Examples are outlined below:

**I. Chapters 30.63B (Grading) and 30.63A (Drainage) SCC compliance for projects submitted prior to September 30, 2010**

**Grading**

Projects which propose excavation (cut or fill or combination) of more than 500 cubic yards of foundation grading OR more than 100 cubic yards of other grading OR grading in critical areas will require a separate Grading Permit Application. See [Grading Permits - Bulletin # 35](#) as well as **Grading Plan Submittal Checklist** for projects vested prior to September 30, 2010, for other information and submittal requirements.

### **Drainage**

(a) Projects that create or concentrate **more than 5000 square feet of impervious surface** will require an engineered Full Drainage Plan. Applicants can request a waiver of this requirement by submitting a waiver letter and a Targeted Drainage Plan. See [Full Drainage Plan Submittal Checklist](#) or [Information Regarding Full Drainage Plan Waiver Requests](#) and [Targeted Drainage Plan Submittal Checklist](#) for projects vested prior to September 30, 2010.

(b) Projects of **5000 sf or less** which propose *sub-surface infiltration systems* will require a Targeted Drainage Plan. See Drainage Information for Homebuilders and [Targeted Drainage Plan Submittal Checklist](#).

(c) Other projects may require Full or Targeted Drainage Plans after review. See [Drainage Information for Homebuilders](#) for more information.

## **II. Chapters 30.63B Land Disturbing Activity (clearing, grading and impervious Surface) and 30.63A (Drainage) SCC for projects vested on or after September 30, 2010)**

### **Standard Site Plan Requirements 1 through 13 and the following:**

☐ Land disturbing activity plan depicting impervious surfaces, clearing and grading areas that complies with Chapter 30.63B SCC (residential site plan must be consistent with land disturbing activity plan). Areas of disturbance, quantities of impervious surfaces, and clearing are depicted in square feet and grading areas (excavation, cut fill and stockpile areas) are depicted with quantities shown in cubic feet. Please check the following that apply:

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Land disturbing activity permit required for clearing   |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Land disturbing activity permit required for grading  |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Land disturbing activity permit required for new, replaced or new, plus replaced impervious surface |

### **DRAINAGE REVIEW - Compliance with Chapter 30.63A SCC** (Projects vested on or after September 30, 2010)

☐ Submit a Drainage Review Submittal Checklist / Form along with the required stormwater site plan (targeted or full) and or stormwater pollution prevention plan (SWPPP), as applicable (see thresholds for stormwater site plans in SCC 30.63A.300 and 30.63A.310). Please check the following that apply:

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Exempt from Chapter 30.63A SCC per SCC 30.63A.200           |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Targeted stormwater site plan (MRs 1-5: Chapter 30.63A SCC) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Full stormwater site plan (MRs 1-9: Chapter 30.63A SCC)     |

Erosion and Sediment Control: Minimum Requirement 2: Stormwater Pollution Prevention Plan (SWPPP) SCC 30.63A.445 through 30.63A.510 (part of a stormwater site plan when one is required, otherwise stand alone).

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Small Project SWPPP (SCC 30.63A.810)                          |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Construction / Full SWPPP (SCC 30.63A.445 through 30.63A.510) |

## **III. Critical Areas**

a) On site plans show all:

1. Wetlands and fish & wildlife habitat conservation areas (streams, lakes, marine waters, & habitat for threatened, endangered or state sensitive species) within 300 feet of the site, including required buffers (SCC 30.62A.130);
2. Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130);
3. Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).

b) When applicable, provide:

1. A critical area study for any site disturbance occurring within wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).
2. A geotechnical report for any site disturbance occurring within erosion hazard areas, landslide hazard areas or their setbacks, on or within 200 feet of any mine hazard areas or their setbacks, and on or within 200 feet of any faults (SCC 30.62B.140).
3. A hydrogeologic report for any site disturbance occurring within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).

#### **IV. Flood Zones and Shorelines**

a) Projects in identified flood hazard areas will require flood hazard review. Some will not be allowed; others will require Flood Hazard Permits. See County staff for Flood Maps and other information.

b) In flood hazard areas, a survey of existing ground elevations of the four corners of the proposed development shall be shown on the site plan or submitted with the site plan. The proposed finished grade shall also be submitted.

c) Projects within varying distances of shorelines identified under the Shoreline Management Master Program (Puget Sound, lakes, and larger rivers) will require review. Some projects will require Shoreline exemption letters, others will require Shoreline Variances or Shoreline permits. See County staff for Shoreline maps and other information.

***Applicants are strongly urged to consult with County staff before paying for house plan or septic plans for challenging sites. You may want to consider applying for a Residential Pre-Application Conference (\$250.00). A Site Reviewer (and in some cases, a biologist and/or grading/drainage reviewer) visits your site and a meeting is subsequently held with the applicant to go over the site review results. If a permit is applied for and issued within 2 years of the Pre-application Conference, \$200.00 is credited to the permit as follows: \$100.00 to the site review fees and \$100.00 to the permit fees.***